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Index:
Program Management
Progress Report

UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
WASHINGTON 25, D.C.

SHIPPING AND STORAGE BRANCH MEMORANDUM NO.26.1

Monthly Port Inventory Reports

I General

- A. This memorandum outlines the procedure to be followed by Shipping and Storage Field Offices in reporting the commodities remaining on track or pier at the end of each month on which disposition has not been made to the Program Management Division of this Branch and the Inventory Accounting Division, Fiscal Branch in Washington.

II Preparation and Distribution of Reports

- A. Port Offices under the jurisdiction of Shipping and Storage field offices will prepare the Port Inventory Report, Form SS-9, as of the close of business on the last work day in each month. (See sample form attached). Form SS-9 will be prepared in an original and three copies. Complete information will be shown on this form for those commodities which have arrived at port and have not been disposed of. The information to be shown in the appropriate spaces on Form SS-9 is described as follows:

1. Reporting Office. Insert the name of the port office preparing the report. For Example: Baltimore Sub-Office.
2. As of C.O.B.(Date). Insert the date the report is prepared which should be in every case, the last work day in each month.
3. Sheet of Sheets. Insert the sheet number and the total sheets used for making the complete report. For example: In case four sheets are being used for the total report, the numbers to insert on the first sheet will be "Sheet 1 of 4 Sheets".
4. Commodity. Insert the name of the commodity and include the type where it is thought that the type will serve a need for this information.
5. FAS number. Insert the Forwarding Authorization Serial Number for the commodity shipment.

6. Ticket Symbol and Number. Insert the ticket symbol and number used in making the shipment to the port.
7. Sub Number. Insert the sub number assigned to the car or truck under the order ticket.
8. Car Initials and Number. Insert the car initials and number of the car used for making the shipment to port. In case the shipment was made by truck, insert "Truck".
9. Date Arrived. Insert the actual date of arrival at port of the car or truck.
10. Current Position (On Track or Pier Storage). Insert an (X) indicating the actual position of the commodity.
NOTE: This column will not be checked for commodities in the port of New York.

B. Distribution of Copies

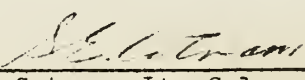
After the report has been prepared, each Port Office will retain one copy for its file and transmit the original and two copies to the Shipping and Storage field office having jurisdiction over the port.

Upon receipt of all the reports from Port Offices under their jurisdiction, Shipping and Storage field offices will prepare transmittal memorandum to the Chief, Reports Unit, Program Management Division, Shipping and Storage Branch in Washington, and enclose two copies of each report prepared by Port Offices. The Shipping and Storage field office will retain the remaining copy for reference purposes. These reports will be sent to Washington by airmail from the Dallas and San Francisco Offices. The Chief, Reports Section, will furnish one copy of each Port Inventory Report to the Inventory Accounting Division.

Where there are no commodities remaining on track or pier storage in any particular port at the end of the month, the transmittal memorandum to Washington should furnish this information and indicate that no report is being sent from the port for that month.

III Effective Date and Superseding Instruction

- A. This instruction becomes effective with the report to be prepared on the last work day in January 1946 and supersedes teletype instructions issued by Lt. Col. S. E. Cotnam, Deputy Director, Shipping and Storage Branch on November 20, 1945.


S.E. Cotnam, Lt. Col., C.E.
Acting Director, Shipping & Storage Branch

